

**APPROVED MINUTES**  
**CITY OF MILPITAS**

Minutes: Regular meeting of Recycling and Source Reduction Advisory Commission  
Meeting Date: April 25, 2006  
Meeting Time: 7:00 p.m.  
Meeting Place: Community Center Rms. 7 & 8

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**I. ROLL** Vice Chair Keith Walker called to order the Milpitas Recycling and Source Reduction Advisory Commission at 7:03 p.m. Commissioners Hong Chen, Romy Dizon, Eulalio Mercado, Steve Ybarra and Patrick Yung were present. Vice-Mayor Armando Gomez was present. Allied staff Gil Cheso and Jeanne Mader were also in attendance. Staff present: Greg Armendariz, Darryl Wong, Marilyn Nickel and Elizabeth Koo.

**II. MINUTES** The minutes from the meeting of January 24, 2006 were approved.

Motion to approve

M/S: Dizon/Mercado

Ayes: All

**III. PUBLIC INPUT**

None noted.

**IV. ANNOUNCEMENTS**

Vice-Mayor Gomez distributed 2005 service recognition certificates and pins to commissioners who were unable to attend the April 4<sup>th</sup> event. Staff Koo announced that commissioner business cards were available to commissioners for city-related business. Commissioners can decide what information that they would like to have included on their cards and forward to City staff. Staff Wong announced that he will be retiring on June 16<sup>th</sup>. Several individuals voiced their appreciation for his years of service. Commissioner Chen was welcomed as the newest member to the commission.

**V. AGENDA** The agenda for this meeting was approved.

Motion to approve the agenda as submitted.

M/S: Dizon/Ybarra

Ayes: All

**VI. OLD BUSINESS**

1. **Single-Stream Program Update** – Staff Wong reported that the program has been going well. There have been relatively few calls made to Allied, all of which have been general in nature. Public outreach went well. Sticker decal has also been effective in helping residents identify recyclable material. In other cities which use volume-based rates, there has been a problem with contaminated recycling. Allied has noted that Milpitas has (so far) had a relatively clean single-stream. Allied staff Mader reported that according to their March Monthly Report, the level of recycling has significantly increased while the amount of residuals has remained the same. She believed that April should also be a strong month for recycling. Allied has received a lot of compliments on the single-stream program. Vice-Chair Walker commented that he is seeing less trash blowing around. Commissioner Mercado asked for clarification on recycling of Styrofoam blocks and peanuts. Allied

confirmed that this was not acceptable recyclable material. Commissioner Mercado believed that glue could be made out of it.

2. **2004 Annual Report Update** – Staff Koo reported that cities are required to submit an annual report to the California Integrated Waste Management Board (CIWMB) which shows the amount of material that is diverted from the landfill for that jurisdiction. City staff submitted the report at the end of February which showed a 54% diversion. This was unchanged from the 2003 diversion rate. The report is currently under review by the CIWMB.
3. **2006 Neighborhood Clean-Up Event Update** – City staff distributed a map of the event. Staff Wong reported that there have been two events so far (on April 8 and 22). Allied staff Mader reported that almost 50% of the collected material was recycled.
4. **Solid Waste Audit Update** – Staff Nickel discussed the four tasks to be performed by CalRecovery. Task 1 was to determine the base revenues used as the basis for Milpitas franchise compensation. Task 2 was to confirm reasonableness of City solid waste franchise compensation. Task 3 was to verify accuracy of customer charges. Task 4 was to review billings address database. The final results will be presented in a report due in May. Staff Wong reiterated that audits are routinely performed and (the present audit) is not due to issues regarding Allied's accounting practices. Commissioner Dizon asked how "reasonableness" is determined. Wong reported that an auditor reviews Allied's cash flow. City has a franchise share which is a percentage of the cash revenues. A calculation would be made to ensure accuracy.

## **VII. NEW BUSINESS**

1. **Open Government Training** – Staff Koo reported that annual government training is required of City councilmembers, boardmembers, and commissioners serving the City. The training consists of 1) watching a training video and 2) reading the open government ordinance. Upon completion of items #1 & 2, commissioners sign a declaration that is kept as part of the public records by the City Clerk. A training video was shown that night. There was also a copy of the ordinance and several declaration forms were available. Commissioners Walker, Ybarra, Dixon, Yung, Mercado and Chen completed the training and submitted signed declaration forms.

Commissioner Mercado asked if there is a records retention timeframe for the declaration. Vice-Mayor Gomez responded that it depended upon policy. Staff Wong gave an example related to water. He reported that state law requires the City to keep water sampling records for 3 years. Commissioner Mercado asked if there is a hierarchy. Vice-Mayor Gomez responded that the state law sets a minimum. Commissioner Mercado asked for the definition of public. For example, can a foreign visitor obtain records? Vice-Mayor Gomez affirmed that any member of the public can request records. Commissioner Mercado asked about the sensitivity of the information and how it is used. Vice-Mayor reported that there is an intent to limit employee exposure and city liability. Staff Wong provided an example. The Federal Dept. of Homeland security requires the City to protect the water system. City makes sure that access is limited and some reports are even kept in a safe. Commissioner Mercado asked if information is released on a need to know basis. Staff Wong affirmed that this is correct. Commissioner Dizon asked about the expected extent of the commissioners' understanding of the open government policy. Response was that a general understanding is probably sufficient.

**VII. STAFF ACTIVITIES**

– Staff Koo reported that included in the commissioner’s packet were “City Information Pages” which would be included in the Milpitas Yellow Pages scheduled for distribution in early May. There would be information on solid waste, recycling, water and universal waste.

**VIII. ROUNDTABLE/ANNOUNCEMENTS**

1. **Recyclery Tour Update** – Allied staff Mader announced that there are two tentative dates: May 19 or 26 at 2pm. Tour should last for approximately 1 hour. It will include a site visit of the Recyclery and compost operations. City to arrange the use of a van to carpool city staff and commissioners around site. Commissioners expressed preference for May 19 at 2pm. Mader to confirm date and time with Mark. Upon confirmation from Allied, Staff Koo to e-mail commissioners.
2. **Fourth of July Parade** – Allied invited commissioners to participate.

**IX. FUTURE AGENDA ITEMS**

None noted.

**X. ADJOURNMENT**

Motion to adjourn the meeting at 8:07pm  
M/S: Dizon/Yung

Ayes: All